

EXAMPLES OF DETAILED  
RECORDS INVENTORY LISTINGS

APPENDIX 2

INVESTIGATION CASE FILES CLOSED THROUGH JUNE 19XX

These files include wage statements, affidavits, credit reports, investigators' reports and related correspondence pertaining to the Title I Insurance Program on home improvement loans.

Box 1	FH-9-13976 13980 14040 thru 14065 15123	Note: In complete chains of numerical files, "thru" notations may be used. Do not use "thru" if any number is missing.
Box 2	FH-9-15128 15176 15188 15196 thru 15200	

SUBJECT FILES, CALENDAR YEAR 19XX

These files contain the official record copies of incoming and outgoing communications filed by subject. The folders are filed alphabetically by primary subject code and numerically by secondary and tertiary codes.

Box 1	ADS	ADMINISTRATIVE POLICY
	ADS 1	Reports and Statistics
	ADS 2	Laws and Regulations
	ADS 3	Buildings and Grounds
	ADS 3-1	Acquisitions
Box 2	FIN	FINANCIAL MANAGEMENT
	FIN 4	Bonding of Employees
	FIN 5	Accounting Systems

LITIGATION CASE FILES CLOSED THROUGH 19XX

The files contain documentation and correspondence relating to litigation arising out of the administration of Urban Renewal and FHA programs. The files are arranged in alphabetical order by State, and by city or case title under each State.

Box 1	ALABAMA
	King, et al. v. Housing Authority of the City of Bessemer, et al.
	Jimerson, et al. v. City of Bessemer (2 folders)

12/89

These files are the accountable officers' records consisting of memorandum copies of accounts, all supporting vouchers, documents, and related correspondence.

Box 1 SF 215, Deposit Ticket

SF 1034, Public Voucher for Purchases and Services Other than Personal

SF 1081, Voucher and Schedule of Withdrawals and Credits

Box 2 SF 1166a-OCR, Voucher and Schedule of Payments "A" Series (1 thru 1212), "D" Series (1 thru 1942) and "T" Series (1 thru 71)

#### MANAGEMENT BROKERS' DISBURSEMENT AND ACCOUNTING REPORTS, 19XX

These files contain Broker's Summary Accounting Report, Broker's Report of Collection, Broker's Report of Disbursement, and related papers pertaining to the fiscal operations in the management of Secretary-owned properties (FHA Program). The folders are filed alphabetically by project or broker area name.

Box 1 Abbeville, Greenwood, and Salvda Counties

Abiline Area 1

Abiline Area 2

Abiline Manor Apartments

Ada County Area

Addesleight Apartments

Aiken County Area

Alameda County Area

Alamogordo and Tularosa Area

Box 2 Albany, Clyde and Tuscola Area

Albion Area

12/89